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## Microsoft Teams

Mercer IT offers access to Microsoft Teams to all faculty, staff, and students. Microsoft Teams is a cloud-based team collaboration software that is part of the Office 365 suite of applications.

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## About Microsoft Teams

### What is Microsoft Teams?


Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place. The core capabilities in Microsoft Teams include chat/instant messaging and file sharing among team members using channels (groups) that you create. Team members can actively chat individually or within groups and receive instant notification when someone has created or updated a file.

Check out this quick [video](#) for an overview of Microsoft Teams.

## Accessing Microsoft Teams

Microsoft Teams can be accessed via multiple platforms (shown below).

### On your Computer - Windows

1. Select the **Start**  menu button, type "teams" in the search box.
2. Open the Microsoft Teams desktop app.
3. Enter your email address. (e.g., Smith\_JA@mercer.edu)
4. Click **Sign in**.
5. Enter your password. You will use the same password used to access your computer, email, and MyMercer.
6. Click **Sign in**.

### On your Computer - Mac

1. Open the Microsoft Teams desktop app.
2. Enter your Mercer email address.
3. Click **Sign in**.
4. Enter your password.
5. Click **Sign in**.

### On your Mobile Devices (Apple and Android)

See the 'Installing Microsoft Teams' section below for information on installing Teams on your mobile device(s).

1. Open the Microsoft Teams app.
2. Click **Sign in**.
3. Enter your Mercer email address.
4. Click **Sign in**.
5. Enter your password.
6. Click **Sign in**.

#### **From the Internet**

1. Visit <https://www.office.com>
2. Enter your Mercer email address.
3. Click **Next**.
4. Enter your password.
5. Click **Sign in**.
6. Microsoft Teams will be shown in the list of applications.

## **Installing Microsoft Teams**

The following is information on how to install Microsoft Teams.

#### **On your Computer - Windows**

Microsoft Teams was automatically installed on all existing Mercer Windows systems March 2019. All new computers ordered will have Microsoft Teams pre-installed as part of our basic computer set-up process.

#### **On your Computer - Mac**

Microsoft Teams was automatically installed on all existing Mercer Mac systems with Mac OS 10.11 El Capitan or later in March 2019. All new computers ordered will have Microsoft Teams pre-installed as part of our basic computer set-up process. Microsoft Teams is **NOT** compatible on systems with Mac OS X 10.10 Yosemite or earlier.

#### **On your Mobile Devices (Apple and Android)**

##### **Apple:**

1. Open the Apple App Store on your device.
2. Search for the following app: **Teams**
3. Select **Microsoft Teams** from the search results.
4. Install the **Microsoft Teams** app.
5. After the installation completes, open the **Microsoft Teams** app.
6. Tap **Sign in**.
7. Enter your Mercer email address.
8. Tap **Sign in**.
9. Enter your password.
10. Tap **Sign in**.
11. Tap **Next** through to **Got it** to complete the setup.

##### **Android:**

1. Open the **Play Store** app on your device.
2. Search for the following app: **Teams**
3. Select **Microsoft Teams** from the search results.
4. Tap the **Install** button.
5. After the installation completes, open the **Microsoft Teams** app.
6. Tap **Sign in**.
7. Enter your Mercer email address.
8. Tap **Sign in**.
9. Enter your password.
10. Tap **Sign in**.
11. Tap **Next** through to **Got it** to complete the setup.

If you need assistance with Microsoft Teams, contact the [IT Help Desk](#).